

**FILED**

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**OKLAHOMA SECRETARY  
OF STATE**

STATE OF OKLAHOMA

EXECUTIVE DEPARTMENT

EXECUTIVE ORDER 87-39

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WHEREAS, this Administration recognizes that the well-being of each state employee contributes to the productivity of state government; and

WHEREAS, many state employees render services under stressful conditions, resulting in complications in their private lives which can negatively affect their work; and

WHEREAS, this Administration also recognizes that the diseases of alcoholism, chemical dependency and abuse and other medical and mental health disorders can adversely affect an employee's job performance; and

WHEREAS, this Administration believes that it is the best interest of employees and the State of Oklahoma that these problems be prevented when possible through programs designed to encourage good health and, when necessary, promptly treated through formal programs of counseling, referral, and other assistance; and

WHEREAS, this Administration recognizes the need for a state-wide policy and uniform program guidelines for the management of employees who suffer medical, mental or personal problems that adversely affect their job performance; and

WHEREAS, The Administrator of the Office of Personnel Management has the statutory responsibility for the development of an efficient and effective system of personnel administration to meet the management needs of the various state agencies;

NOW, THEREFORE, I, HENRY BELLMON, Governor of the State of Oklahoma, by the virtue of the authority vested in me by the Constitution and the Laws of the State of Oklahoma, hereby order the establishment of a State Employee Assistance Program to be administered by the Office of Personnel Management. The program shall provide assistance to state agencies in establishing work related stress prevention procedures and in dealing with troubled employees. The program should also provide for counseling and referral assistance to state employees seeking corrective help with medical or mental health problems, including alcohol or drug abuse; emotional; marital; familial; financial, or other personal problems.

IT IS FURTHER ORDERED that the Office of Personnel Management:

1. Promulgate rules and guidelines necessary for administering the State Employees Assistance Program.
2. Conduct training specific to the Employees Assistance Program.
3. Establish evaluation methods to assess utilization and cost-effectiveness of the State Employees Assistance Program.

Nothing in this Order is intended to nullify any agency's existing Employee Assistance Program or to prohibit an agency from establishing its own employee assistance program; however, programs established by states agencies shall be subject to compliance with the rules and guidelines promulgated by the Office of Personnel Management to ensure fair and equitable treatment of employees. In addition, no provisions of this order shall be construed to conflict with an appointing authority's responsibility and authority to maintain discipline or take disciplinary measures against employees for misconduct or unacceptable performance.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the State of Oklahoma to be affixed at Oklahoma City, Oklahoma this 2nd day of November, 1987.

BY THE GOVERNOR OF THE STATE OF OKLAHOMA

Henry Bellmon

ATTEST:

Hannah D. Atkins  
Secretary of State